

**BATAM TOURISM POLYTECHNIC**

The Vitka City Complex Tiban Baru, Sekupang, Batam City, Riau Islands 29424

+627783540889

BUKTI PENGELUARAN KAS/BANK

No. Cek/BG : _____ No. Voucher : BTP/CD-3/23/11082
Diberikan ke : Trinusa Travelindo (Traveloka) Kas : 1102003 - BSI (888.864.6568) (BTP)
Journal memo : Tiket PP BTH-Bali-BTH tim BTP monitoring Bali

NO.	KODE PERKIRAAN	KETERANGAN	JUMLAH
1	2201706	Tiket PP BTH-DPS-BTH tim BTP monitoring Bali	7,659,967.00
Tax			0.00
TOTAL			7,659,967.00

Terbilang : tujuh juta enam ratus lima puluh sembilan ribu sembilan ratus enam puluh tujuh rupiahBatam, 24 November 2023

Dibuat Oleh

Disetujui Oleh

Dibukukan Oleh

Diketahui Oleh

Tanda Terima

Keuangan

Direktur/Wadir

Akunting

Yayasan

E-ticket
Departure Flight

Citilink

Citilink
QG-943
Economy

Tuesday, 28 November 2023

- 12:25

Batam (BTH)
Hang Nadim - Terminal Domestic
- 14:05

Jakarta (CGK)
Soekarno Hatta International Airport - Terminal 3

Stop to change planes in Jakarta (4h 5m)

Citilink

Citilink
QG-660
Economy

Tuesday, 28 November 2023

- 18:10

Jakarta (CGK)
Soekarno Hatta International Airport - Terminal 3
- 20:50

Bali / Denpasar (DPS)
Ngurah Rai International Airport - Terminal Domestic

- Present e-ticket and valid identification at check-in
- Check-in **at least 90 minutes** before departure
- All times shown are in local airport time

Passenger Details

No. Passenger(s)	Route	Flight Facilities
1. Mr. SUPARDI (Adult)	BTH - CGK	7 KG Cabin Baggage *With a specific dimension subject to airline's policy 20 KG Baggage
	CGK - DPS	7 KG Cabin Baggage *With a specific dimension subject to airline's policy 20 KG Baggage
2. Ms. CHRISTINA KOH (Adult)	BTH - CGK	7 KG Cabin Baggage *With a specific dimension subject to airline's policy 20 KG Baggage
	CGK - DPS	7 KG Cabin Baggage *With a specific dimension subject to airline's policy 20 KG Baggage

Included Benefits Citilink

Free Dbalinusadua Coupon

Claim Free Dbalinusadua Coupon up to Rp60k through this link (must log in first) <https://www.traveloka.com/en-id/promotion/xpsell-bali>. Use the coupon before 31 Dec 2023.

Included Benefits Citilink

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Airline Conditions of Carriage

Please read and understand the following airline's conditions of carriage

Citilink QG : <http://traveloka.com/x/coc/qg>

Passenger sitting in the Green Zone or Regular Zone must also read <https://www.citilink.co.id/en/green-zone>

Important Notice for Pregnant Passengers

- Pregnant passengers are required to submit a medical certificate and sign a Limited Liability Statement at the airport check-in counter.
- The medical certificate must state the age of the pregnancy and that the passenger is fit to travel. The medical certificate must be issued within seven (7) days before flight departure.

Citilink QG : <http://traveloka.com/x/coc/qg>

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Travel Requirements

To ensure a smooth journey, kindly ensure that you are aware of the travel requirements for your destination, including any transit cities.

For the most updated requirements, check <https://trv.lk/safe-travel>

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To ensure a smooth journey, kindly ensure that you are aware of the travel requirements for your destination, including any transit cities.

For the most updated requirements, check <https://trv.lk/safe-travel>

How to Reschedule

1. Log in to your Traveloka account via <https://www.traveloka.com/login>, or your Traveloka App.
 2. Go to **My Booking** and open the booking you want to reschedule. If rescheduling is available for your booking, click **Request Reschedule**.
 3. Don't worry, your initial booking will still be valid until your new e-ticket is issued.
 4. Select the flight and passenger you want to reschedule.
 5. Enter your new preferred flight details. Then, select your new flight.
 6. Check your booking details and click **Continue** to submit your reschedule request.
 7. If the price was not available when you were selecting your new flight, wait for your new ticket price to be confirmed.
 8. If you need to pay for the fare difference or rescheduling fee, please complete your payment within the given time limit.
 9. After your payment is successful, you will receive your new e-ticket in **My Booking** and email.
-

How to Refund

1. Log in to your Traveloka account via <https://www.traveloka.com/login>, or your Traveloka App.
2. Go to **My Booking** and open the booking you want to refund. Then, click **Request Refund**.
3. Don't worry, your booking will still be valid until you have submitted your refund request.
4. Read the general refund info about your booking. If your flight is refundable, click **Start My Refund** to begin your refund process.
5. Select your refund reason and the passenger you want to refund.
6. Complete your refund requirements, such as uploading your refund documents or filling in your bank account details.
7. Review your refund details and click **Submit Refund**.
8. We will review your refund request and forward it to the airline.
9. You will be notified of every progress of your refund. But, you can also keep track of your refund status via **My Booking**.

All refund should be processed through Traveloka. Otherwise, refund will not be approved by airline.



Need to buy extra baggage, refund, reschedule, or change your booking details?
[Check the Manage Booking section on your E-Ticket.](#)

We're ready to help you

Inform your booking ID 1089660008 when contacting us via call or email below:



0804-1500-308



cs@traveloka.com



Contact Us



Go to Help Center • trv.lk/help



No Need to Print

Save trees, go paperless!
View and use your item upon redemption or entry by going to My Booking in Traveloka App.



Real-Time Flight Status

Updates on the latest flight status are available in My Booking in Traveloka App. You can also share this info with friends and family!



RECEIPT

Number : #1783435966641370442
Date : 24 Nov 2023, 16:59 (Friday)

PAYMENT DETAILS

P.O. NUMBER: 1089660008

METHOD: Bank Transfer

STATUS: Paid

CUSTOMER DETAILS

Name : Afriyoni Sari
Email : afriyoni14@gmail.com
Contact Number : +6281267292272

COMPANY DETAILS

Name : Trinusa Travelindo
NPWP : 31.616.320.3-031.000
Address : Traveloka Campus [d/h Green Office Park 1] South Tower
Lantai 2 Zone 10, Jl. Grand Boulevard BSD Green Office
Park, Sampora, Cisauk, Kab Tangerang, Banten 15345

PASSENGER DETAILS**MR Supardi (ADULT) | MISS Christina Koh (ADULT)****PURCHASE DETAILS**

No	Type of Item	Item Description	Qty	Price per unit Rp	Total Rp
1	Flight Ticket	Citilink (Adult) BTH - DPS Nov 28, 2023	2	1.992.389	3.984.778
TOTAL					3.984.778
SERVICE FEE *					20.000
UNIQUE CODE *					230
Paid with BNI Transfer					4.005.008
PAYMENT AMOUNT					4.005.008

*Includes PPN

For any questions, visit Traveloka Help Center: www.traveloka.com/help

E-ticket

Departure Flight



Super Air Jet
IU-3551
Economy
Operated by IU - Super Air Jet

Friday, 1 December 2023

12:30

Bali / Denpasar (DPS)
Ngurah Rai International Airport

17:50

Batam (BTH)
Hang Nadim

Traveloka Booking ID
1089662959

Airline Booking Code (PNR)
FQDYXX

Flight Check-in Code
DLOWYP

REFUNDABLE
Up to a certain time only (learn more through E-ticket in App).

- Present e-ticket and valid identification at check-in
- Check-in **at least 90 minutes** before departure
- All times shown are in local airport time

Passenger Details

No.	Passenger(s)	Route	Flight Facilities	Ticket Number
1.	Mr. SUPARDI (Adult)	DPS - BTH	7 KG Cabin Baggage *With a specific dimension subject to airline's policy 20 KG Baggage	9902186165176
2.	Ms. CHRISTINA KOH (Adult)	DPS - BTH	7 KG Cabin Baggage *With a specific dimension subject to airline's policy 20 KG Baggage	9902186165177

Included Benefits Lion Air

Free Waterpark TOP 100 Coupon

Claim Free Waterpark TOP 100 coupon up to Rp10k through this link (must log in first) <https://www.traveloka.com/en-id/promotion/xpsell-batam>. Use the coupon before 31 Dec 2023.

Airline Conditions of Carriage

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IU : <https://www.traveloka.com/x/coc/iu>

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3. Don't worry, your initial booking will still be valid until your new e-ticket is issued.
4. Select the flight and passenger you want to reschedule.
5. Enter your new preferred flight details. Then, select your new flight.
6. Check your booking details and click **Continue** to submit your reschedule request.
7. If the price was not available when you were selecting your new flight, wait for your new ticket price to be confirmed.
8. If you need to pay for the fare difference or rescheduling fee, please complete your payment within the given time limit.
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5. Select your refund reason and the passenger you want to refund.
6. Complete your refund requirements, such as uploading your refund documents or filling in your bank account details.
7. Review your refund details and click **Submit Refund**.
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9. You will be notified of every progress of your refund. But, you can also keep track of your refund status via **My Booking**.

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We're ready to help you

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0804-1500-308



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Contact Us



Go to Help Center • trv.lk/help



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Real-Time Flight Status

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RECEIPT

Number : #1783436588979616939
Date : 24 Nov 2023, 16:21 (Friday)

PAYMENT DETAILS

P.O. NUMBER: 1089662959

METHOD: Bank Transfer

STATUS: Paid

CUSTOMER DETAILS

Name : Afriyoni Sari
Email : afriyoni14@gmail.com
Contact Number : +6281267292272

COMPANY DETAILS

Name : Trinusa Travelindo
NPWP : 31.616.320.3-031.000
Address : Traveloka Campus [d/h Green Office Park 1] South Tower
Lantai 2 Zone 10, Jl. Grand Boulevard BSD Green Office
Park, Sampora, Cisauk, Kab Tangerang, Banten 15345

PASSENGER DETAILS**MR Supardi (ADULT) | MISS Christina Koh (ADULT)****PURCHASE DETAILS**

No	Type of Item	Item Description	Qty	Price per unit Rp	Total Rp
1	Flight Ticket	Super Air Jet (Adult) DPS - BTH Dec 1, 2023	2	1.817.000	3.634.000
				TOTAL	3.634.000
				SERVICE FEE *	20.000
				UNIQUE CODE *	959
				Paid with BNI Transfer	3.654.959
				PAYMENT AMOUNT	3.654.959

*Includes PPN

For any questions, visit Traveloka Help Center: www.traveloka.com/help

Yth. AFRIYONITA SARI,

Berikut ini adalah informasi transaksi yang telah Anda lakukan di Bank BSI Cash Management:

Id Transaksi	:	FT23328M5DNS
Tanggal & Waktu	:	24/11/2023 16:53:41
Jenis Transaksi	:	Transfer
Rekening Asal	:	8888646568
Rekening Tujuan	:	7998799867
Jumlah	:	Rp. 4,005,008
Bank Tujuan	:	BANK BNI
Nama Penerima	:	TRINUSA TRAVELINDO PT
Berita	:	Tiket BTH DPS pak supardi dan christina koh monitoring Bali
Jenis Transfer	:	BIFAST
No. Referensi	:	
Status	:	SUCCESS

Mohon simpan email ini sebagai referensi dan bukti atas transaksi Anda.

Terima kasih telah menggunakan fasilitas Bank BSI Cash Management.

Hormat Kami,

Bank Syariah Indonesia

Email ini dihasilkan secara otomatis oleh komputer. Jika Anda membutuhkan informasi lebih lanjut, silakan hubungi Bank BSI Call di 1500789 atau email kami di cms_support@bankbsi.co.id

Yth. AFRIYONITA SARI,

Berikut ini adalah informasi transaksi yang telah Anda lakukan di Bank BSI Cash Management:

Id Transaksi	:	FT23328C4YL0
Tanggal & Waktu	:	24/11/2023 16:53:34
Jenis Transaksi	:	Transfer
Rekening Asal	:	8888646568
Rekening Tujuan	:	7998799867
Jumlah	:	Rp. 3,654,959
Bank Tujuan	:	BANK BNI
Nama Penerima	:	TRINUSA TRAVELINDO PT
Berita	:	tiket pulang DPSBTH christina koh dan supardi
Jenis Transfer	:	BIFAST
No. Referensi	:	
Status	:	SUCCESS

Mohon simpan email ini sebagai referensi dan bukti atas transaksi Anda.

Terima kasih telah menggunakan fasilitas Bank BSI Cash Management.

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 BATAM TOURISM POLYTECHNIC The Vitka City Complex Tiban Baru, Sekupang, Batam City, Riau Islands 29424 E: info@btp.ac.id P: +627783540889 W: www.btp.ac.id		PURCHASE / EXPENSES REQUEST		
ALASAN TUJUAN PEMBELIAN BARANG / REASON		DIAJUKAN OLEH / REQUESTED BY		TANGGAL / DATE
Tiket PP BTH-DPS-BTH tim BTP monitoring Bali		Purchasing		24 November 2023
		DEPARTEMEN / DEPARTMENT		NO. / NO.
		ALL BTP		ER/BTP/2311/100
NO.	BARANG / ITEM	HARGA / PRICE	QTY	TOTAL
1	Tiket BTH-DPS monitoring Bali Supardi & Christina Koh	Rp 4,005,008.00	1	Rp 4,005,008.00
2	Tiket DPS-BTH monitoring Bali Supardi & Christina Koh	Rp 3,654,959.00	1	Rp 3,654,959.00
TOTAL KESELURUHAN / GRAND TOTAL				Rp 7,659,967.00
DIAJUKAN OLEH REQUESTED BY		DISETUJUI OLEH APPROVED BY		DIKETAHUI OLEH ACKNOWLEDGED BY
 		 		DIPERIKSA / DISETUJUI CHECKED / APPROVED BY
Catatan : Permintaan untuk pembelian di atas 3 juta harus melampirkan penawaran dan perbandingan Note: a requests for purchases above 3 million must attach a comparison offer				



BATAM TOURISM POLYTECHNIC
The Vitka City Complex, Jl. Gajah Mada, Tiban
Lama, Sekupang, Batam, Kepulauan Riau
INDONESIA

PURCHASE / EXPENSES REQUEST

ALASAN TUJUAN PEMBELIAN BARANG / REASON		DIAJUKAN OLEH / REQUESTED BY		TANGGAL / DATE	
		Khatir		22 November 2023	
		DEPARTEMEN / DEPARTMENT		NO. ANGGARAN / BUDGET NO.	
		Kerjasama		A.1.04	
		HARGA / PRICE		CATATAN / REMARK	
NO.	BARANG / ITEM	QTY	TOTAL / TOTAL		
1	Penerbangan dari Batam -Bali @2 orang (BTP)	Rp 1.993.443	2 Rp 3.986.886	Citilink QG943 & QG666 : 28 November, pukul 12.25-20.10	
2	Penerbangan dari Bali -Batam @2 orang (BTP)	Rp 1.817.000	2 Rp 3.634.000	Super Air Jet IU3551 : 1 Desember, Pukul 12.50.17.50	
3	penerbangan dari pekanbaru - bali @ 2 orang (PEMDA ROHIL)	Rp 2.040.438	2 Rp 4.080.876	Citilink QG939 & QG 666 : 28 November pukul 13.35-20.10	
4	penerbangan dari Bali - Pekanbaru @ 2 orang (PEMDA ROHIL)	Rp 2.462.882	2 Rp 4.925.764	Citilink QG685 & QG938 : 30 November pukul 14.40-19.10	
5	akomodasi pemda rohil @ 2 malam x 2 kamar	Rp 650.000	4 Rp 2.600.000	Hotel Grand Zuri Kuta	
6	akomodasi staff BTP @ 3 malam x 2 kamar	Rp 650.000	6 Rp 3.900.000	Hotel Grand Zuri Kuta	
7	Transportasi (rental mobil) u/ staff BTP @ 1 mobil x 4 hari	Rp 850.000	4 Rp 3.400.000	0402950623 BCA an PT Agus Purnayasa	
8	Transportasi (rental mobil) u/ staff BTP (hari ke2 berpencar @ 1 mobil x 1 hari	Rp 800.000	1 Rp 800.000		
9	transportasi (rental mobil) u/ staff PEMDA ROHIL @ 1 mobil x 3 hari	Rp 850.000	3 Rp 2.550.000		
10	uang makan kaprodi x 4 hari	Rp 150.000	4 Rp 600.000	Sesuai SK Perjalanan Dinas Yayasan	
11	uang saku kaprodi x 4 hari	Rp 250.000	4 Rp 1.000.000	Sesuai SK Perjalanan Dinas Yayasan	
12	uang makan sekprod x 4 hari	Rp 150.000	4 Rp 600.000	Sesuai SK Perjalanan Dinas Yayasan	
13	uang saku sekprod x 4 hari	Rp 250.000	4 Rp 1.000.000	Sesuai SK Perjalanan Dinas Yayasan	
14	oleh-oleh @9 hotel	Rp 100.000	9 Rp 900.000		
15	biaya entertain PEMDA ROHIL	Rp 7.000.000	1 Rp 7.000.000		
			Rp 40.977.526		

DIAJUKAN OLEH
REQUESTED BY

DISETUJUI OLEH
APPROVED BY

DIPERIKSA OLEH
CHECKED BY

DIKETAHUI OLEH
ACKNOWLEDGED BY

DIPERIKSA DAN DISETUJUI
CHECKED/APPROVED BY

Khatir

Siska Amelia Maldin

Syafruddin Rais

M. Nur A Nasution

Yayasan Vitka

Catatan : Permintaan untuk pembelian di atas 3 juta harus melampirkan penawaran dan perbandingan
Note: a requests for purchases above 3 million must attach a comparison offer

Designed by IT Department A2:K27A1:K27A3A7:K27+A1:K26

SURAT TUGAS

Nomor : 597/SKL/BTP/XI/2023

Yang bertanda tangan di bawah ini :

Nama : M. Nur A. Nasution, S.Sos., M.Pd., CHA
Jabatan : Direktur
Unit Kerja : Politeknik Pariwisata Batam

Memberi Tugas kepada :

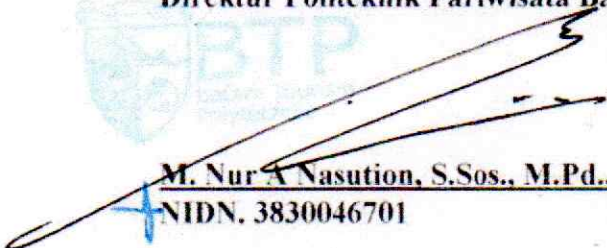
NO	NAMA	JABATAN	TANGGAL KEGIATAN	KOTA
1	M. Nur A Nasution, S.Sos., M.Pd., CHA	Direktur	4 - 6 Desember 2023	DKI Jakarta
2	Rosie Oktavia Puspita Rini, M.M.Par	Ketua Prodi Manajemen Kuliner		
3	Dr. Arina Luthfini Lubis, S.T. M.B.A	Sekretaris Prodi Manajemen Devisi Kamar	4 - 6 Desember 2023	Jawa Barat
4	Sukma Prihatini, S.Tr.Par	Plt. Kepala Subbagian Kerjasama		
5	Dailami, M.Pd	Kasubbag Umum	4 - 6 Desember 2023	DIY Yogyakarta
6	Taufik Bachrul Lubis	Instruktur Prodi Manajemen Tata Hidangan		
7	Supardi, S.Pd., MM	Ketua Prodi Manajemen Devisi Kamar	28 Nov - 1 Des 2023	Bali
8	Christina Koh, M.Tr.Par	Sekretaris Prodi Manajemen Kuliner		

Untuk Mengikuti Kegiatan Monitoring Mahasiswa sebagai pengawasan pengamatan pemeriksaan dan evaluasi dari kegiatan praktek kerja lapangan yang sudah di lakukan. Kegiatan monitoring akan di laksanakan terhitung dari tanggal 28 November sd 6 Desember 2023 di Wilayah DKI Jakarta, Jawa Barat, DIY Yogyakarta dan Bali.

Demikian Surat Tugas ini dibuat untuk dipergunakan sebagaimana mestinya.

Batam, 20 November 2023

Direktur Politeknik Pariwisata Batam


M. Nur A Nasution, S.Sos., M.Pd., CHA

NIDN. 3830046701

Tembusan:

1. Ketua Yayasan Vitka;
2. Yang bersangkutan;
3. Arsip.